

NOTICE TO BIDDERS

City of Kankakee Request Proposals for Property Appraisals of Residential Properties Published April 17th 2019

The City of Kankakee is working with the Illinois Emergency Management Agency and the Federal Emergency Management Agency to implement a program designed to allow for the acquisition of properties that have a history of flooding by acquiring and demolishing the subject properties to eliminate the risk of future flood damages. This is a voluntary program involving the owners of the private properties. The owners of the designated properties can decline participation at any time in the program. The City of Kankakee intends to procure a State board certified or state licensed appraiser to complete the appraisals of these properties. The City of Kankakee estimates the number of properties to be appraised at two (2) residential structures. They are 342 West River Street, Kankakee Illinois 60901 and 366 West River Street, Kankakee Illinois 60901.

1. **TIME AND PLACE OF OPENING BIDS**

Sealed Request for Proposals for the Appraisal of Residential Properties described herein will be received at the office of the City of Kankakee Clerk, 304 S. Indiana Ave, Kankakee, Illinois until 11:00 A.M. on April 23, 2019. Request for Proposals will be publicly opened and read aloud immediately thereafter.

2. **DESCRIPTION OF WORK**

The proposed improvement is officially known as "**City of Kankakee Request Proposals for Property Appraisals of Residential Properties**" which consists of providing appraisals for several properties identified within this specification.

3. **INSTRUCTION TO BIDDERS**

Prospective bidder should review the Bid documents which may be obtained from the Office of the City of Kankakee Clerk at 304 S. Indiana Ave, Kankakee, Illinois, 60901. The City of Kankakee is exempt from the Illinois State municipal or County Retailers Occupation Tax, Service Occupation Tax, Use Tax, and Service Use Tax. Bid prices shall not include the cost of such taxes.

6. **AWARD OF CONTRACT / REJECTION OF BIDS**

The City of Kankakee and or any of its agents reserve the right to reject any and all proposals and to waive any and all informalities, irregularities and technicalities when awarding the contract for the work. All Request for Proposals shall remain valid for a period of 45 days after the bid opening. The City of Kankakee reserves the right to review all bids submitted, and may award a contract for all or any portion of the Work within said 45 day period.

7. **CITY OF KANKAKEE CONTACT FOR BID INQUIRIES**

All questions shall be directed to Pete Schiel – paschiel@citykankakee-il.gov



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SCOPE OF WORK

The scope of work consists of two (2) residential properties. Please keep in mind that the buyout is a voluntary program and the number of appraisals could change.

QUALIFICATIONS AND METHOD

The following stipulations must be used in the appraisals:

1. The City of Kankakee is procuring the appraisal services. The appraisals will only be conducted by scheduling the appraisal with the permission of each property owner and/or the City of Kankakee. The appraisals are to be provided to the City of Kankakee in sets of two originals for each property. Appraisals will be used by the City to make an offer decision to each property owner. Any requests for copies of these appraisals must be made directly to the City of Kankakee.
2. An Illinois State board certified or licensed appraiser must make all appraisals. (Internal and external – no windshield appraisals allowed).
3. All appraisals must be on Freddie Mac or similar appraisal forms. Narrative only appraisals are not acceptable.
4. Appraisals for all properties must be made by parcel of land, even if there are multiple lots on a parcel and identified by parcel identification.
5. All properties must be evaluated in a “pre-flood” condition as of the date of the flooding events that may have occurred in the past.

6. The appraiser must use a sales comparison approach for all appraisals. This approach must be used even if a subject property produces income for the owner.
7. The appraiser must be able to substantiate the values used for the sales of all comparables with documentation of sales if requested by the City of Kankakee.
8. Comparables in the general area of the City of Kankakee are acceptable; as long as adjustments are made up or down to reflect the differences in property values when the comparables are not located in the immediate vicinity of the City of Kankakee.
9. Site value adjustments absolutely must be made for any comparables that are not located in a floodplain when the subject property is located in a floodplain. Other adjustments for lot size, improvements, basements, etc. will be made as usual.
10. The estimated site value must be shown clearly somewhere on the appraisal in addition to the indicated value by sales comparison approach/Fair Market Value (FMV). Any kitchen equipment (i.e., refrigerator) that is typically moved by the occupant upon departure should not be included in the final value of the property.
11. All appraisals must show clearly the estimated Fair Market Value (FMV). The selected appraiser will be responsible for contacting each property owner to schedule the appraisal and gain access. Contact names and telephone numbers of property owners will be provided by the City. Completed appraisals should be submitted to the City as they are finished.

TIME FRAME

Please include an estimated time frame for the completion of these appraisals following the award of an appraisal services contract. Timing will be given consideration in the selection of a firm.

VOLUNTARY BUYOUT PROGRAM – NUMBER OF APPRAISALS MAY VARY

The Residential Flood Buyout Program is strictly voluntary to property owners; thus, any property owner may withdraw their application at any time. As a result, the actual number of appraisals needed could vary downward from the current two (2). The City will pay for all appraisals conducted, but will not order appraisals for those property owners who withdraw. Thus, the appraisal bid should be on a unit basis. The City will pay for all appraisals actually conducted.

BID SUBMITTAL

Since it is possible the number of properties may change (reduce) through the attrition of flood buyout applicants, please submit bids on a unit basis. Please total your fees at the bottom, for all two (2) residential properties.

Please address each of the following within your bid package:

1. State of Illinois Board Appraisal Certification or Licensed.
 2. Licensed to conduct business in the State of Illinois.
 3. Specialized experience and technical competence of the firm.
 4. Past record of performance of the firm with respect to factors like accessibility to clients, quality of work, and ability to meet schedules.
 5. The firm's proximity and familiarity with the City of Kankakee area.
 6. List of references for related work within the past five (5) years
- Interested firms should submit a sealed bid to:

Re: City of Kankakee Flood Buyout Appraisal
City of Kankakee
Attention: City Clerk
304 S. Indiana Ave., Kankakee Illinois 60901

To be considered, bids must be received by Tuesday April 23, 2019. Bids will be opened At 11:00 AM the Administration Buildings Clerks Office 304 S. Indiana Ave. Kankakee Illinois 60901.

The City reserves the right to reject any and all bids. The City of Kankakee is an Equal Opportunity Employer and invites the submission of bids from minority and women-owned firms. Questions regarding this Request for Proposals shall be made in an email to the City of Kankakee: Pete Schiel paschiel@citykankakee-il.gov. The subject line must include: **“Property Appraisal of Residential Properties”** to receive a response.

MEANS OF SELECTION

The City will select the lowest or best bid, subject to approval by IEMA program procurement regulations. The following items will be given priority weight when selecting an appraiser:

1. Licensed to conduct business in the State of Illinois and Illinois Board Certified or Licensed.
2. Ability to complete project in a timely manner.
3. Cost .
4. The firm’s proximity and familiarity with the area and real estate market.
5. Past record of performance of the firm with respect to factors as accessibility to clients, quality of work, and ability to meet schedules.
6. Specialized experience and technical competence of the firm.
7. References for related work within the past five (5) years.